



RECORDS RETENTION AND DISPOSITION SCHEDULE

Health, Department of. Administrative Unit for Special Institutions. Soldiers' And Sailors' Children's

Agency: Health, Department of		Division: Administrative Unit for Special Institutions	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	79-3330	ADMISSION AND DISCHARGE REGISTERS	TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.
2	79-3402	CASE HISTORIES The record of family and resident, medical information, correspondence, record of the resident, psychological reports, support files, etc. Disclosure of these records may be subject to 34 CFR 99.30 through 99.37 and IC 5-14-3-4(a)(9). The Indiana Soldiers' and Sailors' Children's Home has closed, all students have left and no education records are being generated.	TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.
3	79-3320	STUDENT'S ADMISSION AND DISCHARGE Cards containing this information are retained. The Indiana Soldiers' and Sailors' Children's Home has closed, all students have left and no education records are being generated. ACCORDING TO THE INDIANA ARCHIVES, THIS IS A CRITICAL RECORD. Disclosure of these records may be subject to 34 CFR 99.30 through 99.37, July 1, 2008 Revision.)	TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.
4	79-3322	VISITOR'S REGISTER A book of residents' visitors and the visitor's signature. The Indiana Soldiers' and Sailors' Children's Home has closed, all students have left and no education records are being generated.	TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.
5	79-3331	SCRAPBOOKS The scrapbooks contain photographs and clippings of the home.	RECLAIM any loaned records from TOWN HALL MUSEUM and TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.
6	79-3416	PUPIL CUMULATIVE PERMANENT RECORDS This final school record of each student also typically contains various student activity reports, trade report cards and any athletic competition letters, awards, etc. The Indiana Soldiers' and Sailors' Children's Home has closed, all students have left and education records are not being generated. Disclosure of these records may be subject to 34 CFR 99.30 through 99.37, (July 1, 2008 Revision.	TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.
7	79-3473	CAREER EDUCATION FOLDER (ONE TIME FEDERAL GRANT) One-time federal grant contains requisitions, correspondence, and the grant.	TRANSFER all existing records to the INDIANA ARCHIVES for EVALUATION, SAMPLING, or WEEDING pursuant to archival principles, as soon as possible.
8	79-3499	STUDENT PERMANENT RECORDS Similar to transcripts, this record contains grade reports, hours worked, etc. This information is kept in the student's school transcript and will be retained as long as the regular transcripts are retained. Disclosure of these records may be subject to 34 CFR 99.30 through 99.37, (July 1, 2008 Revision)	TRANSFER all existing records to the INDIANA ARCHIVES as soon as possible.